



CITY OF ATLANTA

Job Announcement

COMPLIANCE SPECIALIST

STARTING SALARY: \$47,553

Salary Grade: 24

Applications Accepted From: January 23, 2006 until February 3, 2006

Minimum Job Requirements

Applicants for this position must have graduated from an accredited college or university with a Bachelor's degree in Business, Marketing, Real Estate, or Property Management, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this job. Five (5) years experience in compliance inspections and in writing and auditing contracts compliance standards for medium to large size organizations, preferably in a large hub or medium airport environment. Candidate must be proficient in reading leases and application of such policies and procedures.

Licenses and Certificates

Applicants for this position must possess a valid Georgia driver's license.

Duties of the Job

This employee develops quality assurance inspection reports of airport food and beverage, as well as retail merchandising concepts; inspects stores for operational effectiveness including monitoring daily for cleanliness; ensures airport merchants have proper staffing and adequate supervision; reviews market basket pricing requirements; monitors store opening and closings on a monthly basis; tracks monthly sales and makes recommendations to improve sales each week; complete facility and life safety inspections quarterly; compiles TSA safety regulation reports; monitors concession training programs; and completes all miscellaneous reports and correspondence.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2107, Atlanta, GA 30303

Phone: (404) 330-6369 www.atlantaga.gov FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation, Gender Identity or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

The hiring authority will contact only those applicants they deem most appropriate for the position within 30 days of the expiration of this bulletin. No other communication will be sent regarding the status of your application.

The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.